

Title: DIVISION QUALITY RECORDS	Number: D65-16-01	Revision No.: OD	Effective Date: 31 JAN 97
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31 January 1997

STANDARD OPERATING PROCEDURE D65-16-01

From: D65
To: D65 Division

Subj: DIVISION QUALITY RECORDS

Ref: (a) SOP D65-05-01, Division Quality System Documentation
(b) SOP D65-05-02, Division Document Control

1. Purpose. To establish a system and provide instructions for the creation and storage of quality records.

2. Scope and Application. This procedure applies to all records required by the quality system. More specifically, this procedure applies to the following Division records (NOTE - "responsible person(s) or function for maintenance and storage of the particular record is shown in parentheses):

- a. Training records (Individual Personnel and Training Coordinator)
- b. Subcontractor qualification (Purchasing and COR)
- c. Tasking review records (Each Branch)
- d. Work orders (Each Branch)
- e. Design review minutes (Each Branch)
- f. Product identification records (Each Branch)
- g. Special processes qualification (Each Branch)
- h. Management review minutes (Quality Assurance)
- i. Inspection and testing records (Quality Assurance)
- j. Calibration records (Calibration Laboratory)
- k. Nonconformity reports (Quality Assurance)
- l. Corrective action requests (Quality Assurance)
- m. Quality audit reports (Quality Assurance)

3. Procedure. This procedure specifies how long certain groups of records will be filed/maintained, how they will be identified, and how they will be stored.

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a. Duration of Record Maintenance - Division records will be kept on file/maintained for the duration specified.

- (1) Training - 5 years
- (2) Subcontractor qualification - 5 years
- (3) Tasking review records - 5 years
- (4) Work orders - 5 years
- (5) Design review minutes - 5 years
- (6) Product identification records - 5 years
- (7) Special processes qualification - As required
- (8) Management review minutes - 3 years
- (9) Inspection and testing records - 5 years (10) Calibration records - 2 years
- (11) Nonconformity reports - 5 years
- (12) Corrective action requests - 2 years
- (13) Quality audit reports - 2 years

b. Records Identification - Records will be identifiable and traceable to the product, person, or event to which they pertain. Records will be dated, and identify the person who established the record. Records will be indexed or grouped to facilitate their retrieval.

c. Records Storage - Records will normally be stored by the same Code that initially established the record (see para. 2, Scope and Application). Records will be stored in dry and clean rooms. Cabinets containing records will be clearly labeled to display their contents. Records and other quality documents will not be stored in private desk drawers or other obscure, unmarked locations.

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